

Retention and Classification Report

Agency: Juab County (Utah). County Surveyor (3129)

117 South Main Street
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Records Officer

24109	Plat maps
25982	Recorded surveys

AGENCY: Juab County (Utah). County Surveyor

SERIES: 24109

3

TITLE: Plat maps

DATES: none

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Juab County (Utah). County Surveyor

SERIES: 25982

3

TITLE: Recorded surveys

DATES: 1985-

ARRANGEMENT: Chronological by map number

DESCRIPTION:

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 9.

AGENCY: Juab County (Utah). County Surveyor

SERIES: 25982

TITLE: Recorded surveys

(continued)

AUTHORIZED: 10/04/2005

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public